Standard Operating Procedures
For the
ITSC and ISWGs

Dr. Doris Bernardini

DISR Secretariat

GE 332, (703) 681-2578

BernardD@ncr.disa.mil

19 May 2004

Overview

- **Define Management Structure and Processes to**
  - **Maintain and Populate DISRonline with Standards and Profiles**
  - **Provide Online Availability**
- **Yet to be Added: JTA Section 1**
  - **Priorities for Standards Selection**
  - **Standards Selection Process**
  - **. . . And more . . .**

Management Approach and Authority

- **IT Standards Governance Structure (Appendix A)**

- **GIG Enterprise Services with the Net-Centric Enterprise Services (Appendix B)**

- **IT Standards Working Groups (ISWGs) (Appendix C)**

Legacy Standards

- **Standard Must Support GIG Net-Centricity and Interoperability?**

- **Current Use in a Legacy System Does Not Justify Reinstating or Adding**

- **Changes to JTA 6.0 Will be Reviewed**

Stds Dev Orgs/Stds Setting Orgs

- **4.1 Defines Relationship and Partnership with SDO/SSO**
  - Last two bullets describe ISWG role
  - "Guidance" from DISA GE33

Changes to Change Request Process

- **Fluid Process**
  - **Enter Change Request (CR) at Any Time**
  - **ISWG Recommends Action by End of Second Quarter after CR Entered**

- **Quarterly Process**
  - **Advantage: Update Baseline Quarterly**
  - *Third Wednesday of Third Month of Each Quarter*

    Issues Identified by COB of Cut-Off for ITSC Agenda
  - *ISWGs Meet/Talk Frequently and Constantly*

Changes to Change Request Process

- **Recommended Actions**
  - **Entered Initially by ISWG Chair**
  - **ITSC Agrees to Forward "Consensus List" to ISOP for Approval**
  - **ISOP Tri-Chairs Sign Promulgation Memo**
    - **Consensus CRs Implemented in New Baseline**
    - **Substantive Issues Continue until Resolved**

Annual Review of Standards

- **Standards _and_ Profiles in DISR Reviewed Once a Year – Therefore 25% Quarterly**
- **Objective:**
  - **Justify Retaining Standard in DISR**
  - **Evaluate for "Sunset" Status and Identify Trigger Event in CR**
- **Quarterly Review Table Posted behind DISR Development**

  - **ISWGs Should Start Review Now!!**
  - **Remember Periods No Longer Exist**

UNCLASSIFIED

Primary Owners and Secondary Interests

- **Each Standard Assigned a Primary Owner**
  - JTA 6.0 Standards Initially Binned Primary and Some Also Secondary
  - Author Designates an ISWG When Submitting New CR
- **Primary Owner: One ISWG Must "Own" the Standard**
- **Secondary Interests:**
  - Some Assigned
  - Any ISWG Can Ask to be Designated Secondary Interest so Primary Responsible to Contact "Secondary" Chairs

Change Request Evaluations and Recommendations

- **Poll the Participants**

- **Decision Records Accompany Each Change Request**
  - **All Member Organizations Listed**
  - **Multiple Representatives from Each Organization Entered with Designated Key Person**
  - **Attached to Each Change Request**

Substantive Objections

- **5.2.3 ISWG Chair Notifies Secretariat for ITSC Agenda by Quarterly Cut-Off**
- **May be Returned to ISWG for Further Work toward Resolution**
- **To Escalate a Substantive Objection:**
  - **One-Star Endorsement to ISOP**
  - **Two-Star Endorsement to Go to CIO EB**
- **Applies to a Single Issue (Std or Profile)**

Standard and Profile Versions

- **6. Versioning**
  - **Standard**
    - **Each Phase (Emerging, Mandated, etc) of the Lifecycle Is Dated in Each Standard Record**
  - **Profile**
    - **Dated**
    - **Change Causes Review of Profile for New Profile**
    - **Old Profile Retained**

Questions?